

## USDA Performance Management Cycle

October	November	December
<ul style="list-style-type: none"> <li>Supervisor prepares ratings; ratings reviewed by reviewer.</li> <li>Supervisor and employee discuss close-out ratings for cycle ending 9/30.</li> <li>Supervisor and employee establish new performance plans by reviewing and updating the job functions/standards and establishing new individual goals and set expectations for new cycle that begins 10/1; <b>new plans completed, approved, and signed by 10/30.</b></li> </ul>	<ul style="list-style-type: none"> <li><b>Complete close-out of ratings by 11/30.</b> Completed ratings need to be submitted to the servicing HR office for entry into NFC.</li> <li>Complete performance award nominations for approval and submit to servicing HR office for processing.</li> </ul>	<ul style="list-style-type: none"> <li>Award nominations completed and processed by 12/30.</li> </ul>

January	February	March
		<ul style="list-style-type: none"> <li>Hold mid-year review sessions.</li> </ul>

Supervisor and employee should have ongoing performance feedback discussions/coaching sessions; develop/perform/monitor objectives and training activities.

April	May	June
<ul style="list-style-type: none"> <li>Hold mid-year review sessions.</li> </ul>	<ul style="list-style-type: none"> <li><b>Complete mid year reviews by 5/30.</b></li> </ul>	

Supervisor and employee should have ongoing performance feedback discussions/coaching sessions; develop/perform/monitor objectives and training activities.

July	August	September
		<ul style="list-style-type: none"> <li>Employee completes self-accomplishment assessment and provides to supervisor.</li> <li>End of current performance cycle 9/30.</li> </ul>



Departmental Administration  
Office of Human Capital Management  
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